

### Inspection Checklist for Fire Dept.

- ❑ Fire lanes are marked per Approved Site Plan;
- ❑ Fire hydrants face fire lanes and are painted to City standards;
- ❑ Hydrants not protected by curbs have bollards installed;
- ❑ The following have been tested and accepted by the Fire Marshal's Office (if applicable):
  - Fire Alarm System,
  - Fire Sprinkler / Suppression systems;
- ❑ Fire Dept. Connections are unobstructed, including vegetation, parking spaces, etc.;
- ❑ Exits are clear and unobstructed;
- ❑ Proper hardware is installed on all exit doors;
- ❑ Dead bolts, slide bolts, bars or other securing devices are not on secondary exits;
- ❑ Exit signs and emergency lights have battery back-up and function properly;
- ❑ All exit and emergency lights are on a dedicated breaker with a breaker lock installed;
- ❑ Premise address is permanently affixed to the building (front and rear):
  - Suite numbers are placed over the main entrance and rear doors,
  - Utility meters (gas / electric) have the occupant's suite number affixed;
- ❑ Fire extinguishers:
  - Have been inspected and display a State Fire Marshal's Inspection Tag,
  - Are mounted per NFPA 10;
- ❑ A "Knox Box Key Safe" is installed on all buildings (location determined by Fire Marshal's Office);
- ❑ Assembly occupancies have a Maximum Occupancy Load Sign prominently displayed;
- ❑ "No Smoking" signs are displayed.

**Contact:** Eric Dotson; Fire Marshal  
(edotson@cstx.gov)  
979.764. 3705

### Inspection Checklist for Drainage

- ❑ Temporary erosion control devices have been removed from the site (after vegetation is established);
- ❑ Stormwater sewer system inlets are clear of silt and construction debris;
- ❑ Stormwater sewer system junction boxes are clear of silt and construction debris.

**Contact:** Caroline Ask (cask@cstx.gov)  
979.764.6375

### Inspection Checklist for Electrical Dept.



- ❑ All necessary easements (temporary blanket, platted, or descriptive) have been dedicated;
- ❑ Fees for relocation have been paid (if required).

**Contact:** Gilbert Martinez (gmartinez@cstx.gov)  
979.764.3438

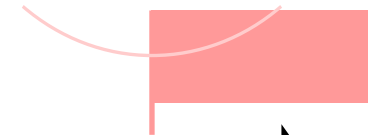
**If you should encounter any challenges during your development process, or have any questions not covered in this guide, please contact the following staff members who will be happy to assist you:**

**Brian Binford**  
(bbinford@cstx.gov)  
979.764.3803

# Commercial Development



## CERTIFICATE OF OCCUPANCY



**A HELPFUL GUIDE TO ASSIST  
YOU IN OCCUPYING YOUR  
BUILDING ON SCHEDULE**



**PLANNING & DEVELOPMENT  
SERVICES**  
1101 TEXAS AVENUE  
PHONE: 979.764.3570  
FAX: 979.764.3496  
WWW.CSTX.GOV

## Stay ahead of schedule!

What you need to know to  
ensure inspection  
approvals when  
requesting your

### Certificate of Occupancy



**Please remember to request your  
Certificate of Occupancy a  
minimum of 3 days in advance.**

### Inspection Checklist for Building Construction

A final **Certificate of Occupancy** will be  
issued when:

- ☐ The completed work complies with the  
approved plans;
- ☐ All paperwork is completed (ie: special  
inspections);
- ☐ All necessary approvals have been obtained  
from applicable City Departments;
- ☐ All outstanding fees are paid; and
- ☐ All relevant violations are resolved.

For any questions concerning the Certificate of  
Occupancy or building process please contact:

**Contact:** Brian Binford  
(bbinford@cstx.gov)  
979.764.3803



**A building cannot be  
legally occupied until  
either a final or a temporary  
Certificate of Occupancy has been  
issued. The City of  
College Station is committed to  
helping you succeed  
in meeting your opening  
deadline date.**

### Inspection Checklist for Site Development

- ☐ Site is clean and free of construction debris,  
equipment, job shacks, sand, dirt, etc.;
- ☐ Adjacent lots disturbed during construction have been  
returned to original conditions (graded, seeded or  
sodded, and all debris removed);
- ☐ Development, construction, and finance signs have  
been removed;
- ☐ All permanent signs and temporary banners (including  
Grand Opening banners) have been separately  
permitted through Planning & Development Services;
- ☐ Outdoor lighting has been mounted to reduce light  
pollution onto neighboring properties and light  
sources do not project below opaque housings;
- ☐ Structures are constructed to approved building eleva-  
tions (Non-Residential Architectural Standards);
- ☐ All elements of the site and landscaping plans are  
installed according to the plans, including:
  - o All pavement and curbing is in - including curbing  
against future phases;
  - o All parking islands are constructed and treated  
with landscaping, pavers, or enhanced paving;
  - o All parking spaces are striped, including handicap  
spaces;
  - o Handicap signs and ramps are installed;
  - o All dimensions are correct (e.g., parking spaces,  
drive aisles, end islands);
  - o Bicycle racks are installed;
  - o All sidewalks are constructed;
  - o Dumpster screening is installed;
  - o All landscaping and irrigation is installed according  
to the approved plans or a bond/letter of credit  
has been submitted;
  - o Buffer fences/walls and buffer landscaping are  
installed (buffer landscaping may not be bonded);
  - o Barricade fencing around existing trees is removed;
  - o When grass is used for ground cover for general  
landscape and detention requirements: the sod  
must be installed or areas that have been  
seeded or hydromulched must be established;
- ☐ Multi-phase developments must install barricades to  
keep the general public out of future phases under  
construction.

**Contact:** Molly Hitchcock, P&DS Assistant Director  
(mhitchcock@cstx.gov)  
979.764.3570

### Inspection Checklist for Environmental Services

- ☐ **Backflow - Cross Connection**
  - o Backflow preventer is present where  
required; (e.g., RPZ device at carbonated  
drinking fountain);
  - o Device was properly installed;
  - o Backflow test has been performed;
  - o **Original** test report has been received  
by Environmental Services.
- ☐ **Pretreatment Devices**
  - o Grease Traps / Grit Traps:
    - o Devices are present and properly sized  
(1,000 gallon minimum),
    - o Devices are properly sealed,
    - o Proper internal components are  
present;
  - o Sample Wells:
    - o Meet design guidelines,
    - o Are properly sealed.

#### Contacts:

Pete Garcia (pgarcia@cstx.gov)  
979.764.3663  
Eaphrame Thomas (ethomas@cstx.gov)  
979.764.3662  
Matt Douglas (mdouglas@cstx.gov)  
979.764.6335



### Inspection Checklist for Sanitation:

- ☐ Dumpster enclosure meets Sanitation's  
inside dimension standards;
- ☐ Locking mechanism on gates are in place;
- ☐ Locking mechanism holes in pavement are  
in place;
- ☐ Gates open at 180 degrees.

**Contacts:** Rodney Harris (rharris@cstx.gov)  
979.764.3698  
Wally Urrutia (wurrutia@cstx.gov)  
979.764.3841